



Integrated Financial Management Program

Core Financial

Course Name: Cost Management

*Module Name: Contractor Cost Report (CCR)
Administration*

End-User: (See XRC Supplemental Data Sheet)

Login ID: (See XRC Supplemental Data Sheet)

Password: train000

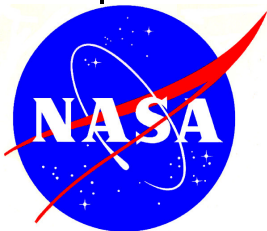


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TOPIC 1: CCR Crosswalk

ACTIVITY 1: Create CCR/FCS Crosswalk Table

The CCR Analyst was assigned a new NF 533 contract. In addition, the reporting categories and the relationship to the FCS's are identified. As the CCR Analyst, create the initial crosswalk for the contract.

FIELD	DATA
Transaction Code	ZCOM1
Contract Number	<i>See XRC Supplemental Data Sheet</i>
Contract Description	CCR Contract
Reporting Category	1.1
Category Description	Reporting Category 1.1
FCS's to map to Reporting Category 1.1	
Purchasing Line Item, WBS	1, 22-714-05-00
Funding Limit	\$100,000
Purchasing Line Item, WBS	1, 22-704-51-00
Funding Limit	\$300,000
Reporting Category	1.2
Category Description	Reporting Category 1.2
FCS's to map to Reporting Category 1.2	
Purchasing Line Item, WBS	2, 22-714-05-00
Funding Limit	\$300,000
Purchasing Line Item, WBS	1, 22-322-70-05
Funding Limit	\$100,000
Reporting Category	1.3
Category Description	Reporting Category 1.3
FCS's to map to Reporting Category 1.3	
Purchasing Line Item, WBS	2, 22-322-20-00
Funding Limit	\$100,000
Purchasing Line Item, WBS	3, 22-322-20-2A
Funding Limit	\$200,000
Purchasing Line Item, WBS	3, 22-714-05-00
Funding Limit	\$100,000
Reporting Category	1.4
Category Description	Reporting Category 1.4
FCS's to map to Reporting Category 1.4	
Purchasing Line Item, WBS	2, 22-322-20-00
Funding Limit	\$400,000
Purchasing Line Item, WBS	1, 22-322-20-2A
Funding Limit	\$200,000
Purchasing Line Item, WBS	3, 22-322-70-03

Funding Limit	\$100,000
Purchasing Line Item, WBS	2, 22-322-70-01
Funding Limit	\$200,000

NOTE: To complete activity, refer to the Create/Maintain/Display CCR/FCS Crosswalk Table user procedure within the OLQR.

TOPIC 2: CCR Cost Data Entry

ACTIVITY 1: Receive CCR Data and Input and/or Validate Contract Report Detail

As the CCR Processor, receive and review the hardcopy CCR. Input the CCR cost and workforce data.

FIELD	DATA
Transaction Code	ZCOP1
Contract Number	<i>See XRC Supplemental Data Sheet</i>
Accrual Month and Year	Current Month and Year
Monthly or Quarterly	Monthly
Reporting Period End	12/31/2003
Operating Days	18
Date Received	01/15/2003
CCR Due Date Terms	15
Cost UOM	01 (Whole Dollars)
HR/WYE UOM	01 (Whole Hours)

After validating the CCR data in the Data Entry Screen, the CCR Analyst confirmed that an adjustment needs to be made to the current month estimated cost. Make the adjustment in the Estimated Cost Adjustment column and provide an explanation.

FIELD	DATA
Est Adj	\$50,000
Adjustment Explanation	Equipment Received
Reporting Category	1.1
Save Icon	Select
Submit Icon	Select

****Please use the data in the attached NF 533 spreadsheet to complete this activity****

NOTE: To complete activity, refer to the Input and/or Validate Contract Report Detail user procedure within the OLQR.

TOPIC 3: Generate Accruals and Analyze Worksheet

ACTIVITY 1: Generate Contract Cost Accrual Worksheet & Calculate Workforce and Verify Results of Prior Month Adjustments, Accruals, and Workforce Calculations

The Crosswalk has been established and the contractor cost data has been entered and validated. As the CCR Analyst or CCR Administrator, generate the Cost Accrual Worksheet by Reporting Category, and WYE Accrual Worksheet by FCS.

Review of the cost accrual worksheet has identified the following changes that need to be made:

2. Verify that the entered CCR cost data has been crosswalked appropriately to the correct FCS's. Note: the estimate for Reporting Category 1.1 has been increased by the \$50,000 Est Adj entered on the Cost Entry Sheet
3. Confirm entries in the **Cost Over Obligations** column. (Reporting Category 1.1 - \$100,000, Reporting Category 1.3 - \$50,000)
4. Downward adjustment transactions are not applicable since this is the first month of the contract and cost has not been posted previously.
5. Select the CCR/CROSSWALK to adjust the fund limit to cover the cost in excess of obligations:

Add funding limit not previously assigned on Reporting Category 1.1	
FIELD	DATA
Transaction Code	ZCOM2
Contract Number	<i>See XRC Supplemental Data Sheet</i>
Contract Description	CCR Contract
Reporting Category 1.1: FCS to be modified	
Purchasing Line Item, WBS	1, 22-704-51-00
Funding Limit (Modified field)	\$400,000 (Increase by \$100,000)

Move Funding Limit from Reporting Category 1.4 to Reporting Category 1.3	
FIELD	DATA
Transaction Code	ZCOM2
Contract Number	<i>See XRC Supplemental Data Sheet</i>
Contract Description	CCR Contract
Reporting Category 1.4: FCS to be modified	

Purchasing Line Item, WBS	2, 22-322-20-00
Funding Limit (Modified field)	\$300,000 (Decrease by \$100,000)
Reporting Category 1.3: FCS to be modified	
Purchasing Line Item, WBS	2, 22-322-20-00
Funding Limit (Modified field)	\$200,000 (Increase by \$100,000)

NOTE: To complete activity, refer to the Create/Maintain/Display CCR/FCS Crosswalk Table user procedure within the OLQR.

6. Use the **Adjustments** column to adjust costs by \$35,000 from one WBS to another for Reporting Category 1.3. Note the **Adjustments** column must total zero.

Adjust Cost from one FCS to another for Reporting Category 1.3	
FIELD	DATA
Worksheet Icon	Select
Reporting Category 1.3: FCS to be modified	
Purchasing Line Item, WBS	3, 22-322-20-2A
Adj	(\$35,000)
Reporting Category 1.3: FCS to be modified	
Purchasing Line Item, WBS	2, 22-322-20-00
Adj	\$35,000
Calculate Icon	Select (to update values)

7. Accept Cost Accrual Worksheet.
8. Review and submit the worksheet (actually completed by CCR Administrator).

FIELD	DATA
Transaction Code	ZCOW1
Contract Number	<i>See XRC Supplemental Data Sheet</i>
Accrual Month and Year	Current Month and Year
Worksheet View	Cost Accrual Worksheet by Reporting Category

NOTE: To complete activity, refer to the Generate Cost Accrual Worksheet & Calculate Workforce and Verify Results of Prior Month Adjustments, Accruals, and Workforce Calculations user procedures within the OLQR.